

October 2, 2015

**FULL- TIME STAFF POSITION ANNOUNCEMENT  
WOMEN'S WORK RELEASE CENTER COORDINATOR**

Qualified candidates should demonstrate an ability to work independently and with minimal supervision. Incumbent serves as Coordinator for the Women's Work Release Center. Incumbent will be responsible for administering and implementing program goals and objectives as outlined by the Department of Correction. Incumbent must have knowledge of the judicial system, courts, case management, etc. Qualified candidates should possess education and/or experience and training equivalent to a Bachelor's Degree in criminal justice, social work, or related field.

Responsibilities will include but not limited to:

- \*Ability to effectively work and communicate orally and in writing while maintaining strict confidentiality.
- \*Ability to have direct interaction with program participants on a daily basis. This interaction includes insuring compliance with program rules and regulations, monitoring compliance with individual treatment case plans, case management, as well as modeling pro-social behavior.
- \* Ability to work independently with minimal supervision as well as possess strong interpersonal skills.
- \* Must be computer literate.
- \* Ability to follow all program grant requirements, be creative in program ideas, and must be a self-starter.
- \*Must display a teamwork attitude and the ability to work effectively as a team and take initiative.
- \*Must be able to work any shift/day due to this is a 24 hour 7 day a week facility, ability to work irregular and/or extended hours when needed.
- \*Knowledgeable of Standard English grammar, spelling, and punctuation, and ability to prepare required forms/reports within the agencies deadlines i.e. statistical reports, violations, case plans, progress reports etc.
- \*Must be able to be certified in the Indiana Risk Assessment System (IRAS) and teach cognitive behavioral classes.
- \*Ability to provide encouragement/guidance in modifying attitudes and patterns of behavior.
- \*Must be able to establish and maintain a working relationship with referral sources such as local judiciary system, prosecuting attorneys, probation/parole departments, courts, prison system, victim advocates, and various social service agencies.
- \*Must be able to incorporate evidence based practices in your everyday work.
- \*Must demonstrate strong human relations skills such as negotiation and conflict resolutions while utilizing motivational interviewing skills.
- \*Ability to maintain participant's files, completing program status, tracking, monitoring and other forms and reports.
- \*Ability to administer Alka-sensor testing and urine drug/alcohol screens, and prepare required reports and documentation.
- \*Closely monitor program fees.
- \*Must be willing to testify in court.
- \*Ability to supervise staff and direct daily operations of the program, i.e. scheduling, problem solving skills etc.
- \*Must be able and willing to assist Residential Supervisor in daily duties of the overall functioning of the Work Release facility.
- \*Other duties as assigned.

**To be considered, please send a cover letter, resume and three (3) references to Ann Roberts, Executive Director, at the Community Justice Center located at 123 East 10<sup>th</sup> street, Anderson, Indiana or [aroberts@madisoncounty.in.gov](mailto:aroberts@madisoncounty.in.gov) by October 16, 2015 at 9:00 am. The Community Justice Center is an Equal Opportunity Employer (EOE).**